



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Human Resources

Division: Division of Human Services

Sub-Section:

**TITLE:** Corrections Officer I Applicant Files - Not Hired

**CUTOFF:** EOSFY in which job is closed

**DESCRIPTION:** Corrections Officer I applicant files to include all interview, testing, and background investigation material. Applicants may reapply at one year intervals. At time of reapplication, applicants may only have to satisfy the areas they did not pass previously, along with a current criminal history check.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9143

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Corrections Officer I Applicant Files - Permanently Excluded

**CUTOFF:** EOSFY

**DESCRIPTION:** Corrections Officer I applicant files to include all interview, testing, and background investigation material for applicants who are permanently excluded from employment at the Department of Corrections.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21611

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Exit Interviews

**CUTOFF:** EOSFY

**DESCRIPTION:** Forms completed by Chief Administrative Officers in conjunction with employee voluntary separation from employment.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Completion is mandated by Department of Corrections Policy D2 3.5.

**DISPOSITION ACTION:** Destroy

**SERIES:** 9134

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Human Resources

Division: Division of Human Services

Sub-Section:

**TITLE:** Job Specifications

**CUTOFF:** WSO

**DESCRIPTION:** A detailed description of duties to be performed by each job class. Also includes the required education, experience and the present salary range.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9129

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Missouri Commission on Human Rights (MCHR) and Equal Employment Opportunity Commission (EEOC) Files

**CUTOFF:** EOSFY in which complaint resolved

**DESCRIPTION:** External complaints filed by employees to the MCHR and/or EEOC, normally involving Title VII issues.

**RETENTION:** Years: 3 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 23224

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Pay Plans

**CUTOFF:** WSO

**DESCRIPTION:** Pay Plan narratives are issued at the beginning of each fiscal year by the Office of Administration. It includes pay grids and special instructions authorized by the legislature.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9138

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Human Resources

Division: Division of Human Services

Sub-Section:

**TITLE:** Personnel Files

**CUTOFF:** Separation from employment

**DESCRIPTION:** Official documentation of employment history for Department of Corrections (DOC) Employees. Includes dates of hire, rehire and reason for separation. Records may include but are not limited to application, resume, personnel actions, evaluations, training certificates and applications for insurance and benefits. Summary cards information is maintained for all DOC employees.

**RETENTION:** Years: 7 Months: Days:

**NOTES:** If summary card information is not maintained, personnel records will be maintained in accordance with GRS #21568.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23225

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Personnel Files - Summary Card

**CUTOFF:** Separation from employment

**DESCRIPTION:** Summary card information includes the following pertinent information condensed from the personnel files: appointments, resignations, promotions, salary, years of service, and all accumulated sick leave.

**RETENTION:** Years: 75 Months: Days:

**NOTES:** Summary card information is maintained partially in state accounting system and partially in paper files.

**DISPOSITION ACTION:** Destroy

**SERIES:** 23226

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010

**TITLE:** Turnover Reports

**CUTOFF:** EOSFY

**DESCRIPTION:** A report obtained from the Office of Administration showing the amount of turnover within the Department of Corrections for each job class.

**RETENTION:** Years: 7 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9137

**SERIES STATUS:** Approved

**APPROVAL DATE:**

9/8/2010